Statement of Requirements for the 2016 IUCN World Conservation Congress

The following Statement of Requirements outlines the criteria and instructions for countries submitting their candidacy to host the 2016 IUCN World Conservation Congress

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About the Organization

IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges. IUCN is the only environmental organization with observer status at the United Nations General Assembly.

IUCN's work focuses on valuing and conserving nature, ensuring effective and equitable governance of its use, and deploying nature-based solutions to global challenges in climate, food and development. IUCN supports scientific research, manages field projects all over the world, and brings governments, NGOs, other sectors of civil society, the United Nations system and the private sector together to develop policy, laws and best practice on environmental issues.

IUCN is the world's oldest and largest global environmental organization, with more than 1,200 government and non-governmental organization (NGO) Members, including 92 States, and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world. IUCN's Members organize themselves with their country or region in IUCN National and Regional Committees.

The IUCN Council

The IUCN Council is the principal governing body of the Union in between sessions of the IUCN World Conservation Congress – the general assembly of its Members.

The Council is responsible for the oversight and general control of all the affairs of IUCN, subject to the authority of the IUCN World Conservation Congress (Congress).

The Council is composed of:

- The President;
- The Treasurer;
- The Chairs of IUCN's six Commissions[1];
- Three Regional Councillors from each of IUCN's eight Statutory Regions (Africa; Meso and South America; North America and the Caribbean; South and East Asia; West Asia; Oceania; East Europe, North and Central Asia; and West Europe);
- A representative of IUCN's Host Country – the Swiss Confederation; and
- Up to one additional appointed Councillor chosen by Council on the basis of diverse qualifications, interests and skills.

The elected members of Council hold office from the close of the ordinary session of the Congress in which they were elected, to the close of the next ordinary session of Congress.

Council establishes several Committees to deal with different aspects of IUCN's governance such as the Congress Preparatory Committee that oversees the preparation and management of the Congress. The Host Country is invited to have a representative in the Congress Preparatory Committee and attend respective meetings which tend to be hold one to two times per year for one day in Gland, Switzerland.

[1] Commission on Ecosystem Management (CEM); Commission on Education and Communication (CEC); Commission on Environmental, Economic and Social Policy (CEESP); Species Survival Commission (SSC); World Commission on Environmental Law (CEL); World Commission on Protected Areas (WCPA).

About the Congress

Nature and scope of the Congress

The IUCN Congress is the world's largest and most diverse nature conservation event. Held every four years, the Congress helps to improve how we manage our natural environment for human, social and economic development. The most recent Congress, held in Jeju, Republic of Korea, in September 2012, brought together close to 7,000 people from all parts of the globe to discuss, debate and decide on environmental and development issues.

The Congress has two main components: the World Conservation Forum and the IUCN Members' Assembly. After the opening ceremony and a welcome reception on day one, the Forum starts on day two of the Congress. The Forum traditionally spans three to five days, and is open to the general public, the Assembly is estimated to also last three to four days in 2016 and is attended by IUCN Members and observers.

For the Forum, we envisage between 5,000 and 7,000 participants, although this number could potentially reach as high as 8,000. This would include some 2,500 delegates drawn from the IUCN membership: government ministers, politicians, heads of NGOs, scientists, 120-150 exhibiting organizations, 250-350 IUCN staff members, as well as representatives from the private sector, partner organizations and foundations, and daily visitors from the Host Country. For the Members' Assembly, some 2,500 to 3,000 participants are expected, mostly from IUCN Member organizations.

Prior to the official Opening of the Congress, which traditionally is held on the evening before the Forum opens, several side meetings are held, in particular those of the IUCN Commissions as well as the IUCN Council. In total, the Congress lasts about eight to ten days (not including side meetings before the Congress Opening nor the time required for set-up and dismantling).

Congress objectives

The general objectives of a Congress are to:

1) Influence the setting of the global conservation agenda;
2) Enable debates and the sharing of knowledge and experience among participants;
3) Reflect and promote the priorities of the global conservation community;
4) Create consensus on issues relevant to the implementation of the IUCN Programme[2];
5) Fulfil the statutory requirements for the IUCN Congress and promote Member participation in the statutory processes;
6) Showcase successes and conservation results leveraged by the Union.

The IUCN Council will establish more detailed objectives and expected results for the 2016 Congress in 2014. As part of this, Council will set strategic objectives in terms of the key biodiversity and sustainability issues which Congress is expected to advance, and which will be consistent with the draft IUCN Programme 2016-20 and will serve as a framework for the motions process[3].

[2] The IUCN Programme provides the framework for planning, implementing, monitoring and evaluating the conservation work undertaken by the Commissions and the Secretariat with and on behalf of IUCN Members. The IUCN Programme 2013-2016 was approved by Member organizations at the 2012 Congress. http://www.iucn.org/what/global_programme/

[3] The motions process is a central element of IUCN's governance system and an important means by which Members can influence future directions in the conservation community and seek international support in various conservation issues. http://www.iucn.org/motions/

Congress languages

IUCN's official languages and the official languages of the Congress are English, French and Spanish.

IUCN's responsibilities with regards to the Congress

IUCN will bear overall responsibility, including management and decision making for the organization of the 2016 Congress, consistent with the objectives set.

IUCN shall undertake the following tasks:

- Establish a Congress Preparatory Committee of Council to provide overall strategic guidance for the Congress preparations
- Ensure that the Secretariat provides the required expertise and services for the Congress
- Manage the global Congress budget and set realistic fundraising targets
- Select and manage the PCO (Professional Congress Organizer)
- Manage the venue and related services through the PCO
- Select and manage suppliers (equipment, electronic voting, interpreters, travel agency, etc.)
- Prepare Communication strategy for the Congress
- Coordinate preparation of all Congress publications
- Prepare and send all Congress notices and invitations
- Establish a fundraising strategy and, in collaboration with the Host Country, identify sponsors and donors to raise funds to cover unfunded budget lines for the Congress, particularly to sponsor participation of IUCN Member delegates
- Co-ordinate participation of sponsored participants, primarily from IUCN Member organizations who need financial assistance to participate, including assistance with travel, accommodation, registration, carbon offset, travel insurance and per diems
- Prepare the Agenda and Programme for the Forum and the Members' Assembly of the 2016 Congress
- Prepare Congress documentation in advance of the meeting in English, French and Spanish, including official working papers and information circulars
- Provide secretariat services for the Congress, including IUCN staff in support of the Secretariat for the duration of the Congress
- Facilitate the approval of the Intersessional Programme and the adoption of Resolutions and Recommendations

In case the Host Country offers all or part of the financial contribution in-kind, any Congress suppliers including the PCO shall be selected jointly by IUCN and the Host Country based on requirements established by IUCN.

The tasks listed above are handled primarily by the Congress Unit which forms part of the Union Development Group of IUCN and is based in Gland, Switzerland. The IUCN Congress Team, in its widest sense, generally consists of the following[4]:

- A Congress Manager (External co-ordination)
- A Congress Officer and Assistant (Internal co-ordination)
- A Logistics Officer[5]

[4] As of March 2013, only the Congress Manager, in his capacity as Global Director of the Union Development Group, plus the Congress Officer, are in office. The other positions will be added as the Congress preparations evolve.

[5] A dedicated Logistics Officer will be appointed to co-ordinate all logistical requirements and liaise with the Professional Congress Organizer (PCO).

- A Fundraising Officer
- A dedicated Congress Marketing and Communications Officer
- The Forum Management Team to develop and co-ordinate the Congress Forum programme
- The Members' Assembly Team to co-ordinate the Members' Assembly
- Other IUCN staff, who will gradually support the Congress team in preparing all aspects of the event (Communications, Human Resources, Accreditation, Elections, etc)

Congress history

IUCN has organized World Conservation Congresses since 1996. Prior to this, and from the time of its creation in 1948, the Union organized only General Assemblies restricted to its Members and invited observers. Available attendance figures are shown in brackets below.

2012 Jeju, Republic of Korea (6,570)	1984 Madrid, Spain (800)	1960 Warsaw, Poland
2008 Barcelona, Spain (6,700)	1981 Christchurch, NZ (400)	1956 Edinburgh, UK
2004 Bangkok, Thailand (5,000)	1978 Ashkhabad, USSR (320)	1954 Copenhagen, Denmark
2000 Amman, Jordan (2,000)	1975 Kinshasa, DRC	1952 Caracas, Venezuela
1996 Montreal, Canada (3,000)	1972 Banff, Canada	1950 Brussels, Belgium
1994 Buenos Aires, Argentina (1,100)	1969 New Delhi, India	1948 Fontainebleau, France
1990 Perth, Australia (1,200)	1966 Lucerne, Switzerland	
1988 San Jose, Costa Rica (1,000)	1963 Nairobi, Kenya	

* An extraordinary General Assembly was held in Geneva in April 1997 to review the IUCN Statutes.

Congress period & venue

The IUCN Statutes stipulate that the IUCN World Conservation Congress will take place every four years.
In order to properly complete the four year cycle of IUCN's Programme of work, the Congress should be held in the second half of the year. In the selection of the timing of the Congress, other international conservation events as well as major events taking place in the same city or country and potentially competing with IUCN are taken into consideration before a final decision is made. The dates for the 2016 Congress will be proposed based on these guidelines and the availability of a suitable venue (refer to page 14 for more information on the venue).

Elements of the Congress Programme

The Congress is divided into the World Conservation Forum and the Members' Assembly. The Forum is a three to five day event consisting of activities such as: workshops, plenary sessions, Knowledge Cafés (roundtable discussions), Conservation Campus (training sessions), World Leaders' Dialogues, posters, exhibitions and regional meetings, and is open to all registered participants. For 2016, we are planning to hold some 300-400 Forum events run by our Member organizations, Commissions, partners and the IUCN Secretariat.

The Members' Assembly is a three to four-day event for registered IUCN Members and observers. The Members' Assembly is the main governing body of IUCN where Members debate and establish environmental policy by adopting Resolutions and Recommendations; vote on IUCN's Programme of work and Financial Plan for the following four years; elect the IUCN President and Council; and manage the business affairs of the Union. Most of the business is held in a single large plenary hall of at least 2,100 seats (with a minimum of 1,500 in class room style and simultaneous interpretation). Numerous additional meetings (up to 15 in parallel) for up to 30-80 people (called contact groups) are held in smaller rooms nearby. In the past, an excursion day was organized

during the Members' Assembly. Whether there will be an excursion day in 2016 will be discussed and agreed with the Host Country.

While in the past the Assembly was held after the Forum, in 2012 these were integrated with a 2 hour Members' Assembly session taking place every morning of the 5 Forum days, followed by 2.5 full Members' Assembly day sessions at the end of the Congress. Whether the same structure will be followed in 2016 will be decided by the IUCN Council in 2014, taking into account the available space in the venue selected and other possible considerations. For planning purposes, the integrated model is used.

The Congress programme will be complemented by indoor and possibly outdoor exhibitions and multi-purpose Pavilions that will run during both the Forum and Assembly.

Prior to the Congress Opening, which traditionally takes place on the evening prior to the start of the Forum, IUCN´s six Commissions each hold a 1-2 day Commission meeting, involving several hundred participants in total. A half day meeting of the IUCN Council and a global meeting of all IUCN National and Regional Committees are also held on these days.

The official daily schedule of the Congress is approximately from 07:00 to 23:00[6]. IUCN staff require access to the venue at any time of the day or night.

[6] During this time, security, catering, and technical staff (to run AV and IT systems) need to be available.

Congress Programme-at-a-glance[7]

	Setup					Day 1	Forum					Members' Assembly				Day 11
Function	Day -5	Day -4	Day -3	Day -2	Day -1		Day 2	Day 3	Day 4	Day 5[8]	Day 6	Day 7	Day 8[9]	Day 9	Day 10[10]	
Opening and closing ceremony			Setup	Setup	Setup	17:00-18:30 Opening Ceremony	Forum Opening						Excursion day		14:00-15:00 Closing Ceremony	Dismantling
Members' Assembly – Plenary Hall			Setup	Setup	Setup	Setup		Operational[11]			Operational			Operational		
Contact groups[12]				Setup	Setup		Contact groups	Contact groups	Contact groups	Contact groups	Contact groups	Contact groups	Contact groups	Contact groups		
Session rooms[13]				Setup	Setup		Forum events	Forum events	Forum events	Forum events	Forum events		Excursion day			
Posters				Setup	Setup	Posters operational										
Pavilion space		Setup	Setup	Setup	Setup	Pavilion space operational					Operational			Operational		
Exhibition space			Setup	Setup	Setup	Exhibition space operational					Operational			Operational		
Members' Lounge			Setup	Setup	Members' Lounge operational						Operational			Operational		
Executive offices	Setup	Setup	Operational											Operational		
Logistics offices	Operational													Operational		
Other staff offices and internal mtg rooms		Setup	Setup	Operational	Operational	Operational								Operational		
Media centre		Setup	Setup	Operational	Operational	Operational								Operational		
Press conference room				Setup	Setup	Operational								Operational		

[7] This programme-at-a-glance is based on the integrated model with 2 hour morning Members' Assembly plenary sessions starting on the 2nd day of the Forum. The set-up time required can vary depending on the selected suppliers and venue. Days indicated are an estimate based on the previous Congresses.

[8] Day 6 (5th day of the Forum) is optional. Forum may be reduced by one day depending on the final decision by Council to be made in 2014.

[9] Day 8 (Excursion day) might be cancelled for 2016 or turned into half a day. The decision will depend on the outline for the Members' Assembly (motions process, etc) and will be discussed and agreed with the Host Country.

[10] Day 10 (4th day of the Assembly) is optional. Whether this day is needed will largely depend on Council's decision on the review of the motions process.

[11] Whether the Members' Assembly has to be operational during the Forum will be decided by the IUCN Council in early 2014. It is possible that morning plenary sessions will be held every day and contact groups over lunch and in the evenings. It is also possible that the Assembly will only start after the Forum has ended.

[12] Contact group sessions are held during lunch breaks and evenings in workshop rooms. These may not happen during the Forum, depending on final structure of Congress.

[13] This covers all rooms needed for different Forum events: workshops, Conservation Campus, Knowledge Cafés, World Leaders' Dialogues, etc.

	Setup					Day 1	Forum					Members' Assembly				Day 11
Function	Day -5	Day -4	Day -3	Day -2	Day -1		Day 2	Day 3	Day 4	Day 5[8]	Day 6	Day 7	Day 8[9]	Day 9	Day 10[10]	
VIP room and office			Setup	Setup	Operational									Operational		
Registration area	Setup (some back-offices operational)			Operational									Excursion day	Operational		
Members' accreditation area	Setup			Operational										Operational		
Receptions[14]						Welcome Reception					Potential closing reception					
Official side meetings		Setup	Setup	Potential Steering Committee meetings of 6 Commissions	Council meeting (5hrs) Steering Committee meetings of 6 Commissions	Steering Committee meetings of 6 Commissions									Council meeting (120 min)	
Meeting of IUCN National and Regional Committees						Meeting of all National and Regional Committee Chairs										

[14] Small receptions might be held throughout the Congress, e.g. at Pavilions, etc., but these are sponsored by the respective event organizer(s).

Statement of Requirements – An overview

As stipulated in the IUCN Statutes, the following conditions must be met by the selected Host Country:

1. **"*The World Congress shall convene in Switzerland or in another State that agrees to host a session of the World Congress provided that*** *(Article 21)*.

   - ***All persons entitled to attend the World Congress shall be admitted to that State without discrimination;***

   - ***All participants in the World Congress shall have the right of free expression in sessions of the World Congress and associated meetings;***

   - ***Every effort shall be made to facilitate entry and return of material and equipment necessary for the World Congress; and***

   - ***All other provisions necessary for the functioning of the World Congress shall be provided in accordance with the terms of a written understanding between IUCN and the host State."*** *(Article 21 (a), (b), (c), and (d))*

2. In case of equal proposals, preference will be given to States and regions where Congresses have not been held in recent years as called for in the Statues which read **"*the venue shall be selected with a view to holding the sessions of the World Congress in as wide a variety of Regions as possible*"** *(Article 22).*

   All services to delegates must be made available in all of IUCN's three official languages: English, French and Spanish.

Detailed Statement of Requirements

This Statement of Requirements is designed primarily to indicate all of the necessary items required for the smooth preparation and running of the 2016 IUCN World Conservation Congress.

The criteria for this Statement of Requirements are:

1. Provision of full support by the Host Country's government, both financial and in other forms, toward the organization and management of the 2016 IUCN World Conservation Congress, to complement the financial and human resource investment made by IUCN.

2. Provision of a suitably-equipped conference venue that will accommodate 5,000 to 7,000 delegates (up to 8,000 if possible) with adequate rooms and facilities[15] for Members' Assembly and Forum sessions *(refer to "Elements of the Congress Programme").* A large plenary hall with a minimum of 2,100 seats (1,500 in class room style plus 600 in theatre), as well as at least 15 parallel break-out rooms (200-400 seats) must be available. 5-8 smaller meeting rooms for around 50 people will also be needed, as well as suitable spaces for exhibitions and pavilions[16] and adequate office space, including all necessary amenities, for the IUCN Secretariat staff.

3. Sufficient hotel accommodation facilities for 5,000 to 7,000 participants, which must be available across a range of hotel quality categories within easy access of conference facilities.

4. Location of host city/town and Congress venue and other facilities should allow for minimum negative impact on the environment in terms of waste, energy consumption, CO_2 emissions and resource consumption. Demonstration of a strong environmental track record of the host city. A policy for a sustainable Congress must be implemented.

5. Guarantee of a city infrastructure that supports transportation facilities for delegates (between airport(s) and hotels and between hotels and the Congress venue), as well as the provision of such facilities at minimal or no cost to delegates.

6. Provision of on-site catering facilities for up to 8,000 participants which must be available across a range of price categories and culinary/dietary/religious preferences within easy access from the venue and adequate for short break lunches/dinners (1 hour).

7. Commitment to assist in fundraising efforts to help cover the full cost of the IUCN Congress

8. Visa facilitation: The Host Country must provide visas, when needed, and ensure that all persons entitled to attend the Congress[17] are admitted to the country, without any discrimination.

9. Provision of security, VIP and protocol services[18].

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[15] This would include provision of audiovisual and IT equipment, as well as furniture for Forum rooms/Pavilions/Conservation Campus, Members' Assembly hall, VIP and Members' lounges, offices and general public facilities, electronic voting equipment, and interpretation services and equipment for IUCN's three official languages (English/French/Spanish) as per the criteria established by the IUCN Secretariat.

[16] 120-150 exhibition booths and 4-6 Pavilions.

[17] As per the IUCN Statutes (Art. 28-30),

"28. Participation in the Members Assembly shall be restricted to delegates, to observers and others who may be invited for specific purposes, and to members of the Council, members of the Commissions, the Director General and the Secretariat Staff.

29. The sittings of the World Conservation Forum shall be open to all delegates, observers, members of the Council and of the Secretariat staff, members of the Commissions, special invitees and representatives of the press accredited by the Director General, unless the Members' Assembly decides otherwise for the next World Conservation Forum.

30. Participation in selected sittings of the World Conservation Forum and in any workshop or technical meeting held in conjunction with the World Congress may be open to the public on such terms as specified by the Council, including registration fees."

The term delegates refers to representatives of IUCN Members.

[18] Handling of VIP delegates and guests, including transportation, visa, accommodation, catering and security.

10. Agreement to allow openness, transparency and respect in discussions during the Congress on possible controversial issues.
11. Organization of the opening ceremony, welcome reception and closing ceremony.
12. Availability of the venue in the most cost efficient season for Congress and its participants in terms of venue rental costs as well as travel and accommodation costs.
13. Availability of a banking system that allows for easy international transfers with low charges and limitations.
14. Availability of full access to international media coverage.
15. Guarantee to exempt all transactions related to the Congress from taxes, including registration fees.
16. Provision of an adequate number of hostesses and volunteers.
17. Commitment to avoid competition in case another major conservation event is also held in the Host Country in the year of the Congress or in early 2017.

1. Provision of support (financial and other forms) by the Host Country

The Host Country is requested to contribute to the financing of all aspects of the Congress listed below. The financial contribution can either be given as a grant to IUCN or "in kind" by paying for services directly. Selection of suppliers and contractors must be undertaken in strict collaboration with IUCN to ensure that IUCN's criteria are met. Any venue, accommodation or supplier selected shall commit to conduct an environmentally responsible event and should have already, or should put into place, procedures and practices that support the goal to minimize the negative impact on the environment in terms of waste, energy consumption, CO_2 emissions and resource consumption. The indicative budget in Appendix A should enable the Host Country to make its own individual cost calculation.

It is expected that the Host Country covers all on-site Costs and contributes to some of the pre- and post-Congress costs.

a) Payment of all on-site costs

- Payment of all costs related to the Congress venue, i.e. venue rental; all required set-up and dismantling; audiovisual & IT equipment (including all necessary cabling, electricity, LAN and WLAN)[19]; room relay, as necessary; all furniture, plants and decoration; infrastructure for food and beverage services (including minimum consumption fee by caterer, if any); security; cleaning; first aid, and all related labour as per the criteria established by IUCN.
- Payment for rental and set-up costs for off-site venues, as necessary and, if the venue cannot accommodate all Congress events, and any related transport of participants as per the programme provided.
- Payment for all contracted services such as simultaneous interpretation; facilitation; microphones and electronic voting; registration; security; the Professional Congress Organizer; any transport facilities made available for the exclusive use by delegates (if required); translation; design and printing of documents; Congress reporting; construction of Pavilions and exhibitions; as well as hostesses and volunteers, as per the criteria established by IUCN.
- Payment for all on-site supplies needed such as computer hardware and software; stationary; paper; printers and copy machines; badges; give-aways; as well as mobile phones for staff and Councillors as per the criteria established by IUCN.
- The costs of on-site communication such as design of signage; printing and set-up; electronic signage layout and programming; web streaming (live and on demand); television facilities; set-up of the media centre; photography and video coverage of the event; and on-site material such as the printed Programme and the Participant's Handbook.
- The costs for handling and managing Very Important Persons (VIPs and VVIPs[20]) including security; protocol; transport; accommodation; equipment and catering of VIP lounge; as well as greeting services at the airport and hotels.
- The costs of organizing the Opening Ceremony, welcome reception, Closing Ceremony and cultural events).
- The costs for local transportation, in case no public transportation is available.
- The costs for water fountains to provide drinking water for free to all Congress participants.

b) Contribution to pre- and post-Congress costs

- Contribution towards the cost of developing the Forum such as pre-Congress support for session organizers; travel support and fees for speakers; poster competition.

[19] This includes, amongst others: screens; beamers; Public Address (PA) system; interpretation booths and devices, etc. Also, the venue should have the infrastructure to support all electrical devices necessary for the smooth running of the Congress.

[20] VVIPs are Royalty, Heads of State, Ministers and State Secretaries, Heads of Intergovernmental Organizations, Ambassadors and other diplomats, global celebrities, the IUCN President and IUCN Director General.
VIPs are IUCN donors, Chief Executive Officers, members of the IUCN Council, former IUCN Presidents and Director Generals.

- Contribution towards the costs of developing Information Technology (IT) systems to handle the different aspects of the Congress[21].
- Contribution towards the costs of pre- and post-Congress communication such as development of the branding and visual identity (Congress logo, etc.); web and marketing (web design, social media, media awards); media and campaign activities (articles and content, media relations, media materials, media training); publications (promotional materials, promotional items, post congress materials).
- Contribution towards the costs of sponsoring participation of IUCN Member delegates from countries requiring financial assistance.
- Contribution towards the costs of necessary pre-Congress site visits and meetings, for the IUCN Secretariat and/or any other representatives[22].
- Contribution towards the cost of one pre-Congress meeting onsite of the Congress Preparatory Committees of Council (approx 13 individuals)[23].
- Contribution towards the costs of the independent post-Congress evaluation.
- Contribution towards the costs of Congress greening (certification per ISO 20121, independent assessment of sustainability footprint of Congress, offsetting of emissions, implementation of Global Sustainable Tourism Criteria for hotels, Congress sustainability guide for participants).
- Contribution towards the costs of translation of statutory and other pre- and post -Congress documentation in the three official languages of IUCN.
- Contribution towards the travel costs of IUCN staff to work at the Congress.

Submission requirements

The proposal by the Host Country candidate shall detail the financial contribution for each line mentioned above as well as information on how the contribution would be provided (cash or in-kind). In the case of cash contributions, both the payment schedule as well as the actual estimated costs (estimates based on Statement or Requirements) per line need to be listed.
In case of cash contribution, the maximum rental costs of the facilities (based on maximum number of days and daily opening hours) need to be guaranteed and detailed costs for technical equipment need to be provided.

Appendix C needs to be filled in and signed.

2. Provision of a suitably-equipped conference venue

Ideally, all elements of the Congress shall be hosted in one single, state of the art venue. If this is not possible, the Host Country shall make a detailed proposal for several venues in close vicinity with comparable facilities and equipment.

a) Forum rooms

- Excellent acoustics and soundproofing.
- Various sizes, design, functionality, flexibility, accessibility.
- At least one big room (at least 2,000people)[24], 10-12 rooms for workshops (200-400pp), 1 room for Knowledge Cafés (600-800pp), 5 rooms for Conservation Campus session (100pp)[25]. Most of these rooms will be used simultaneously.

[21] IT systems include amongst others: mobile phone app; the Call for Contributions system for Forum; Motions system; Accreditation system.

[22] The country is expected to bear all expenses (flights, hotel, per diem, transport) linked to the first site visit (during the selection process) for up to 4 IUCN staff.

[23] At least one Congress Preparatory Committee meeting should take place in the host city so that Committee members can familiarize themselves with the venue and for interaction with local authorities.

[24] The Members' Assembly plenary hall (which is of larger size) could be used for this.

- State-of-the art IT and audiovisual (AV) technology (including a centralized system for PowerPoint presentations, videos and other supports), adequate equipment/furniture including different options for podiums[26] and availability of specialized personnel (with good command of spoken English) on site.
- Interpretation facilities in large rooms for the three IUCN official languages.

b) Members' Assembly

- Plenary room with built-in stage area with at least 2,100 seats: 1,500 seats in classroom style plus 600 seats in theatre style, for Member delegations and observers. (Reducible or expandable according to final registration numbers, with sound-proof walls).
- Space is ideally pillar-free or has limited pillars and is of sufficient height to display screens, etc.
- Plenary room with powerful wireless Internet (minimum 1GB – each hotspot should handle at least 500 connections), electricity supply to desks and podium, state-of-the-art AV (including sufficient screens at the front and middle of the hall).
- Around 15 rooms for contact groups with average seating of 50-70 people in each room, with flexible seating style. All rooms should have soundproofing, wireless Internet, and state-of-the-art AV. Note that Forum rooms can be used for this purpose.
- Interpretation facilities for at least the three IUCN official languages.
- Microphone and voting system that meet IUCN's statutory requirements for Assembly voting.

c) Posters

- Space for 100 to 150 posters (paper or electronic) with sufficient space between boards, good lighting.
- Space is in close proximity to most meeting rooms and within overall traffic flow.
- Ceilings are ideally above 3 metres, thus limiting echo.

d) Exhibitions and pavilions

- Space for 120 to 150 exhibition booths (6m^2 each at least).
- Space for one Host Country and 3-5 IUCN pavilions[27] (150-200m^2 each) showcasing IUCN activities with sponsors, ideally located in a prominent location to ensure maximum traffic with good acoustics and enough distance between pavilions to enable noise control.
- Space for pavilions must ideally be pillar-free or pillar-limited.
- Height of ceiling should be above 4.50 metres (ideally above 7 metres for special installations).
- State-of-the art IT and AV technology and all related services.
- Design, printing, structure, furniture, AV and IT equipment including electricity plus decoration needs to be provided for Pavilions.
- Sufficient storage capacity for all exhibitors and pavilions for freight and storage as well as duty-free import/transit tax.
- Loading dock space available within the venue (prior to and during the event).

e) Additional requirements

- Room to accommodate 3,000-5,000 people in theatre style for the Opening Ceremony in the Congress venue or outside.

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[25] Capacity indicated is in theatre style; however, depending on the final Congress programme and session types, some rooms may need to be set-up in a different style (classroom, boardroom or banquet) and set-up might change during the Congress.

[26] For some sessions, e.g. World Leaders Dialogues, stage requirements are different from standard podium set-up (e.g. sofas, coffee tables, tie-mics, etc)

[27] The exhibition and pavilions do not have to be in the same area.

- Space to hold welcome reception for 3,000-5,000 people (in or outside the venue).
- Availability of high speed Internet access (both wireless and cabled) in entire venue including several internet lounges (ideally one on each floor) - minimum 1GB – each hotspot should handle at least 500 connections as well as cabled internet and electricity drops for offices and podiums in session rooms.
- Availability of adequate electricity network to ensure that all electrical devices required for a Congress of this size can be plugged and work smoothly.
- Other rooms & desks such as media centre and press conference room[28] (~1000m^2); Members' Lounge (~400m^2); VIP Lounge (~300m^2); Speaker Preview Room (~80m^2); Business centre (~60m^2); Reproduction Centre (~60m^2); Prayer room (~30m^2); First Aid Centre; Executive offices as well as offices for Commissions, interpreters, translators, sponsors & staff (~2500 m^2), plus offices for the Host Country[29]; information and motions help desk and at least 5 private meeting rooms close to the staff offices (capacity of 10-40 people) (~300 m^2). Some offices will need to be accessible to general Congress participants while other staff offices shall be grouped together in a secured (private) area.
- Space for registration and accreditation as well as info desks and hotel and tourism desks (at least 600m^2) with adequate equipment and furniture.
- Space with sufficient seating (chairs and sofas) for informal gatherings and networking throughout the venue.
- No exclusivity rights granted to suppliers and imposed by Congress venue and guarantee of competitive pricing and quality (AV, IT, interpretation, hostesses, etc.).

Submission requirements

The proposal shall contain

- Floor plans showing conference facilities and dimensions of rooms;
- Floor plan of the exhibition area with definition of structure/security limitations, maximum height, freight entries, storage facilities;
- Table with all rooms specifying room capacity in different set-ups (according to all needs described above), size and equipment (furniture included);
- Proposal for potential room and space allocation as per requirements listed above (in alignment with security and fire regulations for the venue);
- Information on technical facilities (AV, IT, acoustics, standard equipment and furniture) and limitations (accessibility, set-up possibilities and time required for changes);
- Legal requirements or binding agreements of exclusivity between the Congress venue and other parties, specification and costs, if any;
- In the case of several venues, the distance between venues needs to be specified (km and time) and a transportation plan has to be provided.

In case of a cash contribution by the Host Country

- Guaranteed rental costs of the facilities including any structures that would have to be built (based on maximum number of days and daily opening hours);
- Details of the guaranteed costs for all technical equipment, furniture, etc;
- Insurance costs and coverage, if applicable;
- Security costs, if applicable;
- Cleaning costs, if applicable;
- Any other costs for other necessary services foreseen by the Congress venue.

[28] Interpretation must be available in the three IUCN official languages in the Press Conference Room

[29] Requirements to be defined by Host Country.

3. Sufficient hotel accommodation facilities

- Sufficient hotel rooms for 5,000 to 7,000 participants. In our experience, this means a room block of 2,500 to 3,000 bedrooms should be available, ideally within 20 minutes walking distance of the venue (accommodation at delegates' own costs).
- Guarantee of room rates and conditions that will apply during Congress: no minimum stay, fair cancellation policies, no financial liability for IUCN if rooms are not booked through official Housing Bureau, complimentary rooms for IUCN during the preparation phase – official written commitments from hotel association and Convention/Tourist Bureau.
- Standardization of hotel contracts via Professional Congress Organizer (PCO) or Housing Bureau.
- No other simultaneous large event in the city during the Congress period.
- Existing official and recognized environmental certification and sufficient availability of certified hotels in all classes or serious commitment by hotels to participate in sustainability initiative.
- Private room blocks:
    - One to two hotels for IUCN staff and Councilors (4*) to accommodate 450 people, ideally within walking distance of the venue;
    - One to three hotels (3-4*) for Commission Steering Committee members (200 people),
    - One hotel for 50 VIPs (4 to 5*);
    - Limited number of hotels (3-4*) for up to 500 sponsored delegates in close vicinity;
    - Two to three hotels (3-4*) for up to 100 key suppliers in close vicinity

Submission requirements

The proposal shall contain

- The number of rooms per hotel category and a list of all suggested Congress hotels with the following information:
    - Name of hotel & category (indicate hotel website);
    - Distance from venue (in km and travelling time);
    - Number of rooms available by type and category (e.g. 30 single deluxe; 20 double standard; 10 twin superior);
    - Guaranteed room rate (precise price range by category or exact price by hotel)[30];
    - Internet availability in the hotel (in all rooms or lobby only, at cost or included in room rate);
    - Restaurant availability (opening times and no. of seats)[31];
    - Laundry service availability and frequency of room cleaning services;
    - Vicinity to public transports, shops, restaurants, etc.
- Proposal of which hotels to use for private room block.
- A city map indicating the location of the hotels.

The guaranteed prices as well as the terms and conditions and cancellation policies (for both general participants and private room blocks) mentioned above shall be signed by the hotel association or Convention/Tourist Bureau or by the selected hotels directly.

The Host Country needs to ensure that rooms are blocked upon signature of the MOU.

[30] Ideally, the room rate should include breakfast, tax and internet and be indicated in local currency and CHF equivalent. If this is not the case, please add the additional costs separately. Also indicate the supplement, if any, for an accompanying person (room & breakfast).

[31] The restaurants in the hotels should adapt to the Congress opening hours to enable participants to have breakfast before/dinner after the official Congress events.

4. Minimum negative impact on the environment by Congress and strong environmental track record

The IUCN World Conservation Congress aims to become a leading example in event sustainability and to leave a lasting legacy for the local event industry. The location of the host city/town and Congress venue and other facilities therefore shall allow for minimum negative impact on the environment in terms of waste, energy consumption, CO_2 emissions and resource consumption.

- The Host City shall be close to an international airport.
- There should be enough hotels close to the venue to accommodate 5000-7000 participants (either walking distance or short public transport connections).
- There should be enough local suppliers to minimize the need for shipping.

The host city and venue should demonstrate a strong environmental track record. A policy for a sustainable Congress shall be implemented including, but not limited to, the following:

- Emissions of greenhouse gases, such as CO_2, are minimized, and unavoidable emissions are compensated;
- Negative impacts of products and/or services are minimized (e.g. CO_2 emissions, biodiversity, impacts on health, air quality);
- Demand for resources is minimized and adapted to available local resources and resources are reused and/or recycled (e.g. water consumption, energy consumption, waste generation);
- The local community benefits economically, socially and environmentally both during and after the meeting, with local sustainable development encouraged to the extent achievable;
- Social aspects are respected [e.g. health; safety; minimum ethical, human rights and employment standards, including equal opportunities];
- All above principles are applied in purchasing goods and services for the meeting, transportation, catering and accommodation arrangements;
- The awareness of participants, staff service providers and the local community in sustainability issues is increased, with the sustainability aims and measures clearly communicated to all.

The Host Country and city should demonstrate a track record in conserving and respecting nature (National Biodiversity Strategy, active participation in international conservation treaties)

- Existence of or commitment to environmental practices by city, venue, suppliers, and local actors (e.g. sustainability certifications such as ISO 20121 or BS 8901, environmental policies or management systems).
- Commitment by the Host Country to promote environmental practices, as described above.

Submission requirements

The proposal will:

- Address the elements of the Sustainable Congress policy and list any experiences and existence of environmental practices in regards to social and ecological responsibility for all sustainability aspects of event (transportation, accommodation, catering, material, etc.).
- Describe how local conditions would allow for minimization of the Congress footprint (distance to international airport, average flight time and costs for major hubs in each IUCN statutory region[32], distance of preferred suppliers from venue).
- List any environmental challenges that IUCN should be aware of that the candidate is facing in the country or local region and mention any developments that have been undertaken/will be undertaken that have had/will have an impact on biodiversity and which measures have been/will be taken to address them.

5. Transportation facilities

- Guarantee from the Host Country that reliable transportation facilities exist within the host city infrastructure, and that such facilities are provided between the airport and hotels as well as between hotels and the Congress venue at minimal or no cost to registered participants.
- Adequate public transportation[33] will take precedence over a shuttle service.

[32] Africa; Meso and South America; North America and the Caribbean; South and East Asia; West Asia; Oceania; East Europe, North and Central Asia; and West Europe.

- Special transport service for VIPs between the airport and hotels as well as between hotels and the Congress venue, including provision of a VIP transport coordinator.
- Special transport services for IUCN councillors and staff in case their hotel(s) is/are not within walking distance.

Submission requirements

The proposal will:

- Clarify whether local transportation for Congress participants can be based on the public transportation network. If public transportation is available, a map should be provided with the location of the proposed official hotels, the Congress venue and the airport, and specify their distances and the frequency of service.
- Indicate the approximate number of taxis available and local costs.
- Provide information on the costs/rates that will apply for Congress if public transportation is available.
- Provide a clear transportation plan, if a shuttle service is to be organized, including all relevant details and an indication of related costs (unless provided in-kind).

6. Provision of on-site catering facilities

- Availability of existing restaurants/cafeteria in the venue(s) and some facilities close by that offer food and drinks at reasonable prices, and are able to provide vegetarian and organic food as well as halal and kosher during Congress opening hours. These services should have the capacity to welcome up to 7,000 participants.
- Possibility to add extra food and beverage points in the venue in case there are insufficient existing restaurants/cafeterias.
- No requirement for IUCN to guarantee minimum consumption.
- Catering meets environmental standards, including the use of reusable or biodegradable crockery; minimum packaging; locally and/or fair trade sourced and/or organic food (or at least the option to choose such suppliers) and no endangered species (e.g. use MSC certified fish).
- Water fountains throughout the venue for participants and staff.

Submission requirements

The proposal will:

- Specify if exclusive agreements exist between the Congress venue and a caterer and, if not, provide a presentation of two caterers and their expertise.
- Provide experience of offering catering for an event of a similar scale (number of service points, types of food, etc).
- Guarantee a range of costs for meals, and lunch-boxes, including vegetarian, kosher and halal for restaurant and coffee points.
- List items and costs for catering in session rooms, receptions and staff offices: (e.g. coffee breaks, lunch-boxes, water for podium) that would apply during Congress. Include terms and conditions (order and delivery time, cancellation policy, onsite orders, etc).
- Provide a concrete proposal for catering areas at Congress to feed 5,000 to 7,000 participants (feeding everybody in a 90 minute lunch break) including catering for staff with information on seating capacity, staffing of each area and the positioning of water fountains.
- List independent food and beverage outlets, if any, available in the venue or its surroundings.
- Provide a description of the environmental policy of caterers.

7. Commitment to assist in fundraising efforts

- If the Host Country's contribution is (partially) in kind, the Host Country must specify if/which part of the contribution will be sought as sponsorship from the private sector or other sources, and which sectors/companies/sources will be approached.

[33] Public buses and/or tramway and/or metro and adequate number of taxis

- In cases where the Host Country will seek private sector sponsorship, such sponsorships must be in compliance with the IUCN Sponsorship Guidelines.
- The Host Country agrees to coordinate all fundraising efforts with IUCN in order to avoid competition and/or duplication.
- The Host Country cannot give any exclusivity rights to a sponsor without the prior agreement of IUCN. Any benefits offered to sponsors must be approved by IUCN.
- The Host Country will support IUCN in approaching national/local companies and international companies based in the Host Country (door opener) in order to raise funds (cash and in-kind) for unfunded budget items.
- The Host Country will neither put any limitations on IUCN fundraising activities related to Congress nor on sponsorship benefits that IUCN will give to its donors and sponsors.

Submission requirements

The proposal will:
- Include a letter of guarantee that addresses all of the above-mentioned points.
- Describe the funding model for Congress.
- Detail how the Host Country would support IUCN's fundraising efforts.

8. Visa facilitation

- All persons entitled to attend the Congress shall be admitted to the Host Country without discrimination (as required by Article 21(a) of the Statutes of IUCN). These include as a minimum: the duly accredited delegates of the Members of IUCN; the Observers referred to in Articles 8 to 10 of the Rules of Procedure of the World Congress; members of the Council of IUCN; members of the Secretariat and temporary staff or experts to whom the Director General may assign duties in respect of the IUCN World Conservation Congress. Exceptions must be based on mandatory provisions of international law (UN Security Council Resolutions and persons indicted by the International Criminal Court or international ad hoc tribunals).
- In addition, visa applications for participants who have registered to the IUCN Congress and have paid the registration fee, will be dealt with quickly and fairly following a process free from any form of discrimination[34].
- The Host County will facilitate visas upon arrival for citizens and residents of countries where the Host Country has no consular presence.
- The Host Country shall consider exempting Congress participants from visa fees.

Submission requirements

The proposal will:
- Guarantee compliance with article 21(a) of the IUCN statutes and that visa applications for participants who have registered to the IUCN Congress and have paid the registration fee, will be dealt with after a quick and fair process free from any form of discrimination.
- Elaborate how they propose to handle the issuing of visas including possibility of obtaining visas upon arrival for countries where the host has no consulates and on exemption of visa costs to Congress participants.
- List any immigration restrictions, which the candidate Host Country intends to apply.

9. Provision of security, VIP and protocol services

- Preparation and implementation of a security plan for both the venue and city.
- Provision of on-site security; collaboration between on-site security and local and national police forces guaranteed and organization of additional security measures in the streets around the venue and hotels in cities, as identified as necessary in the security plan.
- Organization of special security measures for high-level VIPs, as required.

[34] For information, at the 2012 Congress participants from 157 countries were represented at the Congress.

- Provision of all security personnel necessary for the implementation of the security plan in the venue and in the city.
- Clear agreement for handling VIP protocol.
- Cover costs and handle logistics for transport, accommodation, security and other matters for top VIPs.
- Medical and First Aid provided during Congress (including set-up and dismantling).

Submission requirements

The proposal will:

- Provide an outline of how security and safety would be handled for Congress including staffing.
- List potential risks for participants and appropriate countermeasures.
- Provide example(s) of a security plan for previous events of similar scope and size.
- Provide a copy of fire and safety regulations of the venue and indicate emergency exits and measures for the venue (based on 5,000-7,000 participants).
- Provide an outline of standard VIP protocol used for similar Congresses and a proposal on how to handle logistics for Congress VIPs.

10. Openness, transparency and respect

Agreement to allow openness, transparency and respect in discussions of controversial issues during the Forum and/or Members' Assembly.

Submission requirements

The proposal will:

- Include a clear statement of commitment to allow openness, transparency and respect in discussions of controversial issues at Congress.
- Include a commitment to inform IUCN, in a timely manner, of any national, regional or local issues that may lead to controversy during the Congress or politicization of the Congress.

11. Opening Ceremony, welcome reception and Closing Ceremony

- Organizing the opening ceremony for at least 4,000 people seated in one venue (at the Congress venue or a separate venue in the vicinity).
- Organizing cultural events for the Closing Ceremony at the end of Congress (plenary hall) for 1,500-2,000 people plus any other cultural events during the Congress, as desired.
- The Host Country is free to organise a reception after the Opening Ceremony. In such a case, it should provide catering for 4,000 people in one venue. (This space could be at the Congress venue itself or in the vicinity)

Submission requirements

The proposal will include a suggestion for a venue for the Opening Ceremony and a possible Host Country reception. In case of a cash contribution, please indicate the rental cost of such venues and other related costs.

12. Availability of the venue in most cost efficient season for Congress and its participants

The Congress dates (when decided) should not coincide with high season or any other costly season in the Host Country to allow Congress participants to book flights and hotel rooms, food and beverages at restaurants, etc., at affordable rates, and to offer lowest venue rental fee.

Submission requirements

The proposal will list the high and low seasons for the host city, giving an indication of price differences

(hotel, venue rental, standard flight costs from major hubs) and indicating all dates at which the proposed venue would be available for Congress, plus preferred dates, if any.

13. Availability of a suitable banking system

Availability of a banking system that allows for easy international transfers with low charges and limitations. An E-banking system in English should be available. Availability of onsite banking facilities including staff for Congress.

Submission requirements

The proposal will:

- Describe the banking system, including requirements for opening bank accounts for a non-resident organization and the conditions for international transfer.
- Describe available onsite banking facilities or include a proposal for installing a bank during the Congress period.

14. Availability of full access to media coverage

- Freedom of speech and press guaranteed.
- City and venue should be easily accessible by worldwide media.
- Availability of major press representatives and TV channels in town or close by.

Submission requirements

The proposal will:

- Provide information on the constitutional article(s) that guarantee(s) freedom of press and speech.
- Outline which international newspapers, news agencies and TV channels are present in the city or name the next biggest city/town where a significant number of media representatives are present (name agencies and approximate number of journalists), and specify flight distance to host city.

15. Acknowledgement of the Congress' tax-exempt status

- The Host Country ensures that the Congress, as a non-for profit event, is exempt from all taxes. In addition, IUCN is not required to charge Value Added Tax (or sales tax) or any other form of tax on registration fees paid by participants.
- All donations, subsidies or any other forms of support to the Congress are tax free to IUCN.
- No taxes will be applied to any Congress-related revenues (from registration, exhibition fees and other).
- Simple importation regulations and procedures shall apply for goods to be imported for use during the Congress (for either display or consumables) or exported after the Congress.
- Exemption from custom charges shall be guaranteed for all objects shown in the exhibition and for any IUCN property.

Submission requirements

The proposal will:

- Guarantee tax exemption for Congress signed by a Governmental official with the necessary authority to do so, listing all exemptions that will apply for Congress or, as necessary, any requirements in order to receive such exemptions as well as restrictions, if any.
- Summarize importation regulations and procedures that would apply for Congress (IUCN and exhibitors and session organizers).

16. Provision of volunteers & hostesses

The Host Country will provide local hostesses and volunteers to fulfil the roles and responsibilities required by IUCN. Volunteers should be fluent in English and ideally have good working knowledge of French and/or Spanish.

Submission requirements

The proposal will detail information on the hostess and volunteer network that could be used for Congress, and describe experience at similar events.

17. Commitment to not hold another major conservation event

The Host Country will commit to avoid competition in case another major conservation event is held in the country, in the year of the Congress or in early 2017.

Submission requirements

The proposal will list any big international events that the Host Country will host in 2016 or early 2017, involving Ministers and Heads of States, as well as a list of conservation events that the country will host or is bidding to host in 2016 or early 2017.

Guidelines for submission

To fulfil all of the requirements of this Statement of Requirements, as outlined in the 17 criteria on the preceding pages, proposals must respect the following guidelines:

Submission of a proposal
Any proposal presented shall include the following information:

a) Application document

An application document detailing all of the 17 criteria, including the proposed approach and strategy, and all information listed in the above submission requirements.

While all criteria should be addressed, the candidates are invited to make a creative proposal on how to use their venue and city to create a successful and enriching Congress. As such, additional ideas, elements and features are very welcome.

Please include a section detailing why you think your country/city/venue is the ideal location for the 2016 Congress and what legacy you expect from the Congress for your country.

b) Financial proposal

Please fill in and submit Appendix C of this document and submit a proposal according to the requirements indicated under criterion 1, page 13.

c) Letters of guarantee

- Please provide a letter from the Minister of Foreign Affairs (or the highest possible national authority with sufficient power to make commitments, on behalf of the Government, on the financial and institutional support offered) stating that the Host Country:
    - accepts that its official submission to IUCN will, for the latter, constitute the exclusive basis for considering the Host Country's application;
    - accepts that its official submission becomes an agreement between the Host Country and IUCN as and when the latter decides to select the Country to host the 2016 IUCN World Conservation Congress;
    - agrees with all requirements included in the Statement of Requirements and that it will conform to/respect them to the greatest extent possible, both in the proposal, but also in the MOU, that will be agreed prior to the selection of the venue;
    - agrees that its proposal, including additional submitted documents, as well as the minutes of the official site visit (that will be signed by all parties) will be recognized as official documents and annexed to the MOU, and that any rates/fees proposed in these documents will be respected;
    - guarantees compliance with article 21(a) of the IUCN statutes and agrees that visa applications for participants who have registered to the IUCN Congress and have paid the registration fee, will be dealt with quickly and fairly following a process free from any form of discrimination;
    - guarantees tax exemption(s) as per item 15 of this document, entitled "Acknowledgment of the Congress' tax exempt status";
    - will provide all the necessary support in fundraising efforts;

- agrees to openness, transparency and respect in all discussions on controversial issues before, during and after Congress;

- commits to avoid competition in the case of another major conservation event being held in the Host Country in the year of the Congress and early 2017.

- Letters of commitment from a hotel association or Convention/Tourist Bureau or selected hotels, addressing item 3 of this document entitled “Sufficient hotel accommodation facilities”. The terms and conditions for accommodation should be guaranteed at the application stage.

- Letters of commitment from the venue to guarantee exclusive availability of the venue for a minimum of 16 days (including set-up and dismantling) for the proposed Congress date(s).

d) Additional documents such as maps, floor plans, videos, etc., may be added in section D

Rules of submission

1. To ensure the integrity of the competitive bidding process, enquiries and other communications regarding the bid, from the date of submission up to the closing date, are to be directed ONLY to the email address below. Enquiries and other communications are NOT to be directed to any other IUCN official(s) nor members of IUCN Council.

2. Enquiries must be submitted IN WRITING
   To:
   Enrique Lahmann
   Global Director
   and
   Pamela Grasemann
   IUCN Congress Officer

   Address: IUCN Union Development Group
   Rue Mauverney 28
   1196 Gland
   Switzerland
   E-mail: congress@iucn.org
   Fax: 00 41-22-999 0020

3. All correspondence with IUCN will be in English and all internal documents will be in written in English. The proposal must be submitted electronically in English as a non-editable PDF. Letters of guarantee need to be translated into English if the originals are in other language. Any list that contains numbers and prices (hotel, budget, catering, number of rooms, etc) should be provided both in PDF and Excel.

4. The proposal should include a table of content and page numbers as well as the name of the focal point to whom IUCN can address any follow-up questions.

5. Any interpretation, clarification or changes made to this Statement of Requirements will be in the form of written addenda by IUCN and will be sent to all candidates. Replies to individual enquiries from the candidates will be sent simultaneously to all candidates. Oral answers will not be given.

6. The principles outlined in the Code of Conduct (Appendix D) shall be respected by all parties.

7. IUCN reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to awarding the venue of the 2016 IUCN World Conservation Congress, without thereby incurring any liability to any of the bidding Host Countries or any obligation to inform any of the bidding Host Countries of the reasons for such cancellation.

   In order to obtain the most advantageous proposal, IUCN, at its sole discretion, reserves the right to the following:

– Renounce invoking any irregularities or failure to comply with the requirements of the present request for proposals;
– Request clarification or additional information from one or more bidding Host Country after the submission deadline;
– Award the candidacy based on the initial proposals received, without discussion or requesting more advantageous final proposals.

IUCN is not bound to select any of the candidates submitting proposals. The venue of the 2016 Congress will be awarded to the Host Country that IUCN considers to be most able to meet required needs, due consideration being given to IUCN general principles (including but not limited to economy and efficiency).

If, after notification of the award(s), a candidate wishes to ascertain the grounds on which its bid was not selected, it should address its request to IUCN, who will provide a written response without, however, any obligation to justify the substance of such response. Any request for explanation from one candidate may relate only to its own bid, and requests about competing bids shall not be addressed.

8. No rejection, clarification, or negotiation will be considered as reasons for candidates to correct errors in their proposals.

9. No other representative of IUCN may be contacted regarding the present Statement of Requirements.

10. IUCN is not responsible for oral or written statements or observations by any other person, whether or not employed by IUCN, other than the authorized persons specified above.

11. Proposals from candidates are binding until 30 June 2014.

12. Use of the name, logo, emblem, and any other intellectual property of IUCN or the IUCN World Conservation Congress is prohibited without prior written consent from IUCN.

13. The proposal must include all other information that the bidding Host Country deems likely to aid IUCN in making its decision.

Timeline for submission

15 May 2013	Deadline to submit expression of interest to host the Congress
29 May 2013	Optional information session at IUCN HQ (Gland, Switzerland) for States who are interested in submitting a full proposal.
12 September 2013	Deadline for States to submit the full proposal with a suggestion of a Host City to IUCN.
10 October 2013	A shortlist of 2-3 finalists is established based on initial evaluation of proposals against the selection criteria established
15 Oct – 15 Dec 2013	3-4 day site inspections of shortlisted host cities by an IUCN evaluation team (costs to be covered by candidate countries). No inspections will take place between 18 and 29 November because of the IUCN Council meeting.
15 Oct – Mar 2014	Negotiation of the Memorandum of Understanding (MOU) details with candidate Host Countries with specific mention of the involvement and commitment of the Ministry of Foreign Affairs, and specifying one lead government liaison and host in case of involvement of provincial and/or other local authorities.
May 2014	Decision of Host City and 2016 Congress dates by the IUCN Council based on the evaluation of the proposal, site inspection mission and content of final MOU.
June 2014	Signing ceremony of the official agreement (MOU) with the selected Host Country as approved by the IUCN Council.
June 2014 – 2016	Preparation of the Congress

Meeting with Host Country candidates

A face-to-face meeting will be held in Gland, Switzerland, on 29 May 2013 with representatives from all Host Country candidates. Attendance at this session is encouraged, but not mandatory. If you wish, you could connect via videoconferencing or send a representative from a Geneva-based Embassy/Mission. Please inform us if and how wish to take advantage of this information session and provide us, in writing, with the name(s) of your representative(s) and a list of issues you wish to table before 22 May 2013 (congress@iucn.org). Non-attendance will not disqualify a candidate.